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Approved For Release 2000/09/11 : CIA-RDP78-05252A000100120001-4

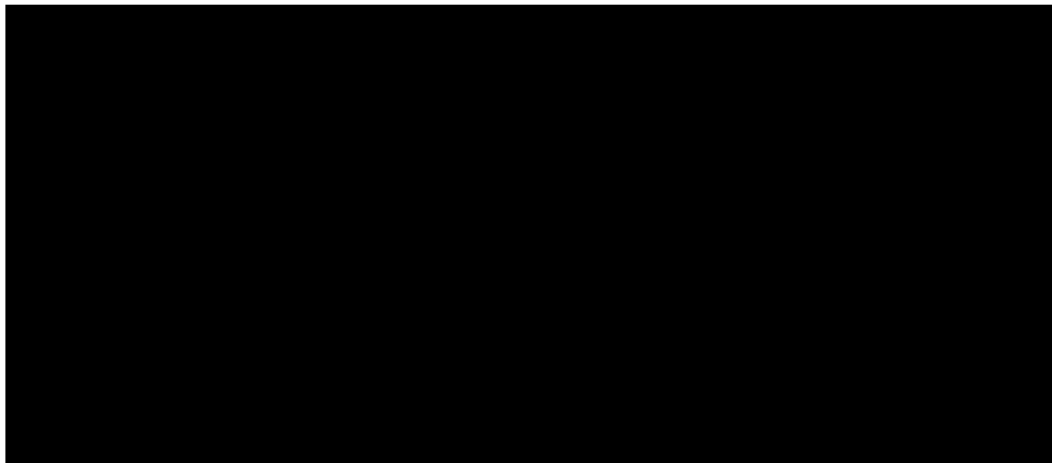
Acting Comptroller

26 November 1956

Chief, Finance Division

25X1A6c Dispatch [REDACTED] (Report of FE Support Base Finance Conference)

1. Finance Division has reviewed subject and recommends that the following be included in reply to the paragraphs indicated:



25X1A

a. The rounding off of exchange rates to simplify computation of exchange rates.

b. The continuance of a previously established rate with differences between cost of acquisition and previously established rates being charged to exchange equalization so long as use of the previously established rate does not result in significant distortion of the cost of currency inventories.

The above authorized policy constitutes, in effect, a modified "fixed rate" procedure in that rate changes are necessary only as changes in acquisition rates will result in significant distortion of costs if the old rate is used.

Discussion of the application of this policy with the Comptroller, NA Support Base, on the occasion of his recent trip to Headquarters indicates that this policy will furnish the basis for substantial simplification of exchange processes at most stations.

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| No Change in Class. | <input type="checkbox"/> |
| <input type="checkbox"/> Declassified | |
| Class. Changed To: | TS S (C) |
| Auth.: | HR 70-2 |
| Date: | 10/16/80 |

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5. Examination of current procedures reveals that T/A's are being released within seven (7) days from date of PCS departure of employee. Every effort will be made to maintain this schedule.

9. a. Without specific information as to the training deficiencies noted, we are at a loss to identify the areas which require further emphasis. In this connection, it is noted that rarely do field requests for replacement of field Finance Officers specify the particular type duties which are to be performed.

In the absence of specific requirements, every effort is made to furnish finance personnel who have received training and who have demonstrated general competence and the capacity to develop proficiency in finance functions.

In order that particular attention may be given to the selection and training of Finance Officers for specific duties, requests for replacement or assignment of Finance Officers should emphasize the particular areas in which special proficiency and experience is desired.

b. The policy of the SF Career Service Board is to notify each SF employee of plans for his next assignment not later than upon receipt of the field reassignment questionnaire. If any employee has not received such notice within a reasonable time after submitting his questionnaire, it is due to failure in communication processes, and we shall be glad to rectify the matter upon identification of the cases. In the meantime, all SF employees may be advised that, as a general policy, they may expect to return to Headquarters PCS for a period of at least one year upon completion of their present field assignments. Assignment at Headquarters will normally be to the Finance Division and will include completion of required training and re-orientation courses within the Office of Training.

c. The dispatches on the promotion actions wherein it was indicated that promotion was denied because the employees were scheduled for rotation back to Headquarters are not indicative of general policy of the SF Career Service Board. Status of an assignment is not the controlling factor in the consideration of promotions and all employees should be assured accordingly. We regret that previous communications on particular cases were worded so as to have created this impression and we will endeavor to be more explicit as to the basis for action taken on future cases."